

DD/A Registry
77-6029

NOV 1977

MEMORANDUM FOR: Acting Deputy Director for Administration
VIA : Director of Logistics
STATINTL FROM :
Acting Director of Personnel
SUBJECT : Budgeting for Physical Fitness Room
Expenses

1. The headquarters Physical Fitness Room was opened in September 1964. The costs of construction and initial equipment were borne by the Office of Logistics. Since that time general maintenance and repair and replacement of equipment have been paid by various funds (e.g., CEAF, Logistics, Personnel, and a no longer existent fund resulting from collected fees) depending on the cost and availability of funds.

2. We believe that upkeep of the Fitness Room should be treated more systematically in the future and expenditures should be budgeted for in advance. We therefore recommend the following as areas of financial responsibility:

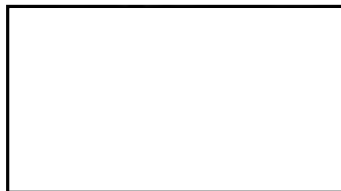
- a. The Office of Logistics/GSA continue to fund the maintenance and repair of the exercise room, dressing rooms, showers, running track and physical plant in general.
- b. The Office of Personnel pay for supplies, the replacement and upkeep of exercise equipment, and the salary of the Fitness Room Supervisor.

STATINTL

GET COST & LET
Tom know



3. It is requested that you approve the funding responsibilities for the Physical Fitness Room as stated in paragraph 2 above.



STATINTL

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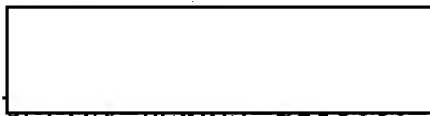
CONCUR:



11/11/77
Date

STATINTL

APPROVED:



14 Nov 77
Date

Acting Deputy Director for Administration

DISAPPROVED:

Acting Deputy Director for Administration

Date

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